

30 JUN 1975

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

SUBJECT : Quarterly Report on Anti-inflation and Cost
Reduction Measures

This memorandum details the status of the various cost savings programs described in the Printing & Photography Division (P&PD) reports (this subject) of December 1974 and March 1975.

Anti-inflation Measures

Status

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| ✓ a. Paper savings through the use of scrap paper for scratch pads. | Plan continues in operation.
Savings for this quarter: \$513 |
| X b. Reduction in paper costs through the reuse of shipping cartons and envelopes | Plan continues to a limited extent. Costs of handling and storage space requirements largely offset savings previously estimated. Flat film boxes are presently being reused to distribute negative lays. Brown manilla envelopes are being reused internally where practical. Savings: Unknown |
| ✓ c. Paper cost reduction through greater use of two-sided printing. | Plan continues in operation. General Printing Plant averages 5,000 copies per month of two-sided Xerox printing. Estimated Savings for this quarter: \$60 |
| ✓ d. Reduction in paper costs through the use of less expensive cover stock for publications. | Suggestion is in process of implementation. Project is feasible by converting from type X-914 cover stock to S-335 dull coat paper. Estimated quarterly savings: \$445 |

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| <p>✓ e. Reduction in water usage and water heating costs through the use of automatically controlled cut off valves on laboratory processing equipment.</p> <p>X f. Salvage and reclamation of leftover press inks.</p> <p>✓ g. Paper conservation and reduction in the cost of computer printout through the use of COM (Computer Output Microfilm).</p> <p>✓ h. Reduction in paper utilization, press, bindery, dissemination, and document storage costs through the use of micropublishing.</p> <p>✓ i. Reduction of the number of unscheduled trips to the depot for stock replenishment.</p> <p>② j. Paper cost avoidance by using roll paper instead of cut sheet.</p> | <p>Fabrication and installation of two water flow reduction valves were completed last quarter. Fabrication deemed not feasible for other laboratory systems in use. Requests for new laboratory processing equipment undergo investigation for inclusion of control valves at time of purchase. Quarterly savings from valves installed: \$112</p> <p>This program was dropped due to negligible savings.</p> <p>5.8 COM activity continues to grow. More than 54.8 million pages were produced/copied during FY 1975--an increase of 57% over FY 1974 production. Quarterly savings substantially exceeded the \$25,000 estimate of December 1974.</p> <p>Program continues to expand in P&PD. More than 4.7 million source documents were filmed during FY 1975, representing a 28.7% increase over FY 1974. Quarterly Savings: Unknown</p> <p>Program continues in operation. Plant procedures have been implemented to order stock in advance of planned depot trips. Approximate savings this quarter: \$250</p> <p>Program continues in operation through use of roll converter on Davidson Perfector presses. Quarterly savings: \$29,100</p> |
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Anti-inflation Measures

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- ✓ k. Conservation of energy by more closely managed use of the electric remelt furnace.

This program, established last quarter, continues in operation. Cost savings for this quarter estimated at \$140.

- ① l. Reduction in cost of printing labor and supplies through the use of typesetting for those publications now being imaged on typewriters and line printers.

Also established last quarter, this program continues in operation. Large publication requests undergo review by Planning Staff personnel in order to identify most cost-effective means of production.

Cost Reduction Measures

Status

- ✓ m. Savings in printing ink costs through the purchase of larger containers.

Program continues in operation. Approximate savings this quarter: \$300

- X n. Reduce number of copies and distribution of all employee notices.

Program continues in operation. Savings: Unknown

- ① o. Reduction in paper costs through improved procedures for inventory control, substitution options, and greater coordination between job planners, supply staff, and printers.

Program continues in operation. As reported, approximate savings per FY 1975 quarter approach \$31,000.

- ① p. Agency-wide reduction in the supply and operating costs of office copiers.

P&PD continues to evaluate all requests for copiers from a technical standpoint and assists ISAS in performing analysis of requirements with a view toward economizing Agency copying operations. ISAS reports savings resulting from the joint ISAS - P&PD effort.

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| (7) q. | Agency-wide reduction in the cost of computer printing (hard copy). | P&PD's Xerox 1200 continues in operation, producing more than 1.2 million copies per year. This has resulted in an approximate \$3,500 savings over line printer costs for this quarter. |
| ✓ r. | Agency-wide reduction in file storage space requirements through the increased utilization of source document microforms. | See item h. above. Potential savings of storage space for source documents microfilmed this quarter exceed 600 cubic feet. |
| X s. | Reduction of procurement costs and lead times. | Program implemented through gaining authority to increase purchases out of imprest fund from \$75 to \$100, with a total fund of \$2,000. Although the program has resulted in both a reduction in the lead time which would be required to make small purchases through requisition channels and a reduction in costs to prepare and process requisition forms, actual dollar savings cannot be accurately measured. |

A review of the suggested methods for cost reduction in paragraph 3 of the multiple addressee memorandum dated 4 November 1974 from the DD/A, subject: Reduction of Daily Operating Costs, indicates the following status:

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| ✓ t. | Use speed letters for intra-office correspondence. | No change. |
| ✓ u. | Encourage and <u>accept</u> pen and ink changes for minor errors on correspondence. | No change. |
| ✓ v. | Limit attachments on multi-addressee correspondence to only those who need the attachment. | No change. |

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| w. | Identify and take steps to stop receipt of excess copies of correspondence and reports. | No change. |
| x. | Substitute cross reference log sheets in subject files in lieu of creating and filing extra copies of correspondence and reports. | No change. |
| y. | Require more quantitative comments about cost consciousness on fitness reports to emphasize management concern. | No change. |
| z. | Arrange for periodic briefings at staff meetings by members of ISAS and the Office of Logistics on high-cost supplies and services and alternatives available. | No change. |



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